



**DEPARTMENT OF FAIR EMPLOYMENT
AND HOUSING
ENFORCEMENT DIVISION
*DIRECTIVE***

**DIRECTIVE
NUMBER
101**

**DISTRIBUTION
DATE
October 1, 1998**

1. **SUBJECT: DISTRIBUTION OF MANUALS AND REFERENCE MATERIALS**
2. **PURPOSE:** To set forth the procedures for the distribution and retention of various manuals and reference materials used by the Enforcement Division of the Department of Fair Employment and Housing (DFEH).
3. **BACKGROUND:** Enforcement Division staff members have been issued a variety of manuals, reference materials, and training materials. Supervisors and employees should be aware of which manuals are appropriate for assignment to each respective job classification in the Enforcement Division (refer to Attachment 1 - "Manual and Reference Material Distribution List"). There must also be a system for assuring accountability for assigned manuals and reference materials.
4. **RESPONSIBILITIES:**
 - A. **Supervisor:**
 - 1) It is the responsibility of the immediate supervisor to ensure that proper manuals and reference materials are issued to new employees when they are hired. A "Manual/Reference Material Acknowledgment" (DFEH-400-16) will be completed, signed by the employee, and retained in the issuing office.
 - 2) Upon termination or change of job classification of an employee, including transfer to another DFEH office, the supervisor is responsible for the retrieval of the assigned manuals and reference materials.
 - 3) The District Administrator/supervisor will ensure that all unassigned manuals and reference materials are kept current.
 - B. **Employee:**

- 1) All employees are to maintain and keep current all assigned manuals and reference materials.
- 2) Upon termination or change of job classification, including transfer to another DFEH office, the employee will relinquish to his/her District Administrator/supervisor all assigned manuals and reference materials.

5. **SOURCE OF MATERIALS:**

- . Additional copies of manuals and reference materials should be requested as needed by the District Administrator in writing from the source of the document, as indicated on the Manual and Reference Material Distribution List, Attachment 1. All requests should contain an explanation of why the additional materials are needed.

6. **APPROVAL:**

Nancy C. Gutierrez, Director

Date

MANUAL AND REFERENCE MATERIAL DISTRIBUTION LIST

	Source	Reg. Admin	District Admin.	Senior Cons. Sup.	Senior Cons. Spec.	Cons.	Off. Techs	Off. Assts	Chief Counsel	Staff Counsels	Training Unit	Comm Center Reps
Case Analysis Manual	DDE	X	X	X	X	X			X	X	X	
Legal Interpretations & Chief Counsel Opinions	DDE	X	X						X	X	X	
DFEH Administrative Manual	Bus.Srv.	X	X	X					X			
Enforcement Division's Clerical Case Processing Manual	DDE	X	X	X			X	X			X	
Enforcement Division's Employment Directives	DDE	X	X	X	X	X	X	X	X	X	X	
Enforcement Division's Forms on District Office Computers Binder	DDE	X	X								X	
Enforcement Division's Forms Index and Guide	DDE	X	X								X	
Enforcement Division's Housing Directives	DDE	X	X	X	X	X	X	X	X	X	X	
Enforcement Division's Supervisor's Manual	DDE	X	X	X					X		X	
Fair Employment and Housing Act (FEHA) and Fair Employment and Housing Commission (FEHC) Regulations	DDE	X	X	X	X	X	X*		X	X	X	X
Unruh and Ralph Civil Rights Acts	DDE	X	X	X	X	X	X*		X	X	X	X
Consultant I Basic Training Manual	DDE	X	X	X	X	X			X		X	
Family Medical Leave Act (FMLA) and Regulations	DDE	X	X	X	X	X	X*		X	X	X	X
FEHC Non-Precedential Decisions	DDE	X	X						X	X	X	
FEHC Precedential Decisions	DDE	X	X						X	X	X	
Pre-Accusation Discovery Manual	DDE	X	X	X	X	X			X	X	X	
Americans With Disabilities Act	CHIEF COUNSEL								X	X	X	

*Work Unit Assistants only